Asset Management
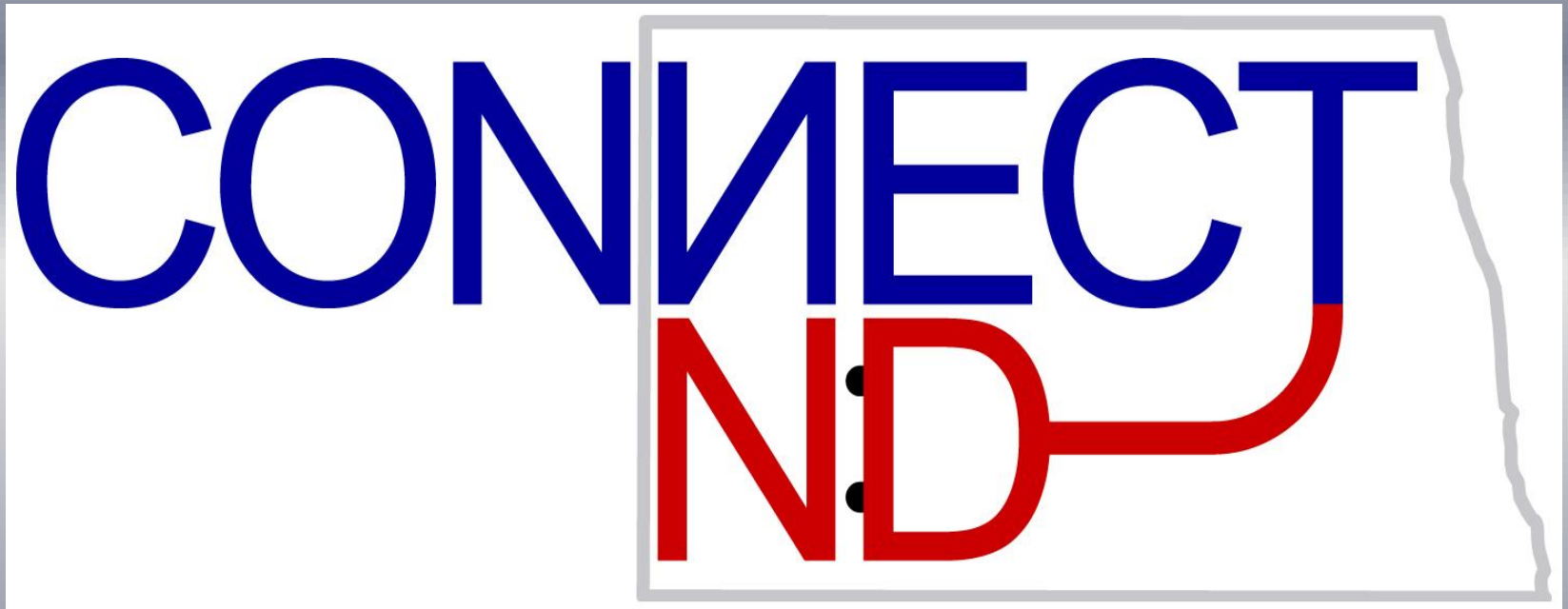

9.0 Upgrade

ADDING ASSETS

- Express Add & Basic Add menu items moved:
  Asset Management > *Asset Transactions* > Owned Assets > Express/Basic Add

- Express Add: No changes.

- Basic Add: Three new tabs added.
  – Asset Supplemental Data: Not using
  – Attachments: Upload a file related to asset
  – Operation/Maintenance: Probably not using

RETIRE ASSET

- Menu item moved:

  Asset Management > *Asset Transactions* > *Asset Disposal* > Retire/Reinstate Asset

- Instead of "Retire" button, click the "Go" button to get started.

UPDATE/DELETE/ADJUST ASSET

- Menu item moved for updating/deleting new assets:

    Asset Management > *Asset Transactions* > *Financial Transactions* > Change/Delete Pending Trans

- Menu item moved for asset adjustments

    Asset Management > *Asset Transactions* > *Financial Transactions* > Cost Adjust/Transfer Asset

REVIEWING ASSET INFO

- Cost History menu item moved:

  Asset Management > *Asset Transactions* > *History* > *Review Cost*

- Asset Depreciation menu item moved:

  Asset Management > *Asset Transactions* > *Depreciation* > *Review Depreciation Info* > Asset Depreciation